

## SAMPLE ACTION MEMO FORMAT

CLASSIFICATION<sup>11</sup>

### ACTION MEMO<sup>1</sup>

Month Day, Year, Time<sup>2</sup>

FOR: SECRETARY OF DEFENSE<sup>3</sup>  
(or other appropriate addressee)

DepSec Action\_\_\_\_\_<sup>4</sup>

FROM: Name, Position and Organization<sup>5</sup> (signature and date go here also)

SUBJECT: Action Memo<sup>6</sup>

- What the Secretary should do.<sup>7</sup>
- Due date for action.
- Why it is OK for the Secretary to take the recommended action.
- Additional key points/contentious issues/problem areas: incoming at TAB B; background information at TAB C.

RECOMMENDATION: SecDef .....(TAB A)<sup>8</sup>

COORDINATION: TAB D<sup>9</sup> (or NONE)

Attachments:<sup>10</sup>

As stated

Classification/Declassification Authority and Instructions<sup>11</sup>

Prepared By: Name, Phone<sup>12</sup>

(Note: Refer to pg. \_\_\_\_ for specific preparation guidance and superscript numeral explanation.)

CLASSIFICATION<sup>11</sup>

SAMPLE INFO MEMO FORMAT

CLASSIFICATION<sup>11</sup>

INFO MEMO<sup>1</sup>

Month, Day, Year, Time<sup>2</sup>

FOR: SECRETARY OF DEFENSE (*or other appropriate addressee*)<sup>3</sup>

FROM: Name, Position and Organization<sup>5</sup> (signature and date)

SUBJECT: Info Memo<sup>6</sup>

- What the Secretary needs to know.<sup>7</sup>
- Additional key points, as required; background at TAB\_\_.

COORDINATION: TAB \_<sup>9</sup> (or NONE)

Attachments:<sup>10</sup>

As stated

Classification/Declassification Authority and Instructions<sup>11</sup>

Prepared By: Name, Phone<sup>12</sup>

(Note: Refer to pg. \_\_\_\_ for specific preparation guidance and superscript numeral explanation.)

CLASSIFICATION<sup>8</sup>